



10 Easy Steps to Built Green®

Welcome to the Tacoma-Pierce County Built Green® Program! These 10 steps will be covered in detail during the orientation participants attend before enrolling their first project. Save them so you can refer back to them on your way to becoming a Built Green® Builder, Remodeler or Program Associate.

- 1. Be sure you've attended a Program Orientation, filled out a Program Participation Form, and paid the annual fee.
- 2. Read the Program Information section of the handbook thoroughly to be sure you understand how the Program works.
- 3. Look over the Green Communities, Single Family & Town Home, Remodeler or Multi-Family certification checklist (in the handbook) and check the measures you intend to carry out on your project.
- 4. Fill out and submit the Project Enrollment Form and pay the required fee.
- 5. Take advantage of program resources, including the MBA Built Green® Resource Library.
- 6. Take a workshop! (Developers, Builders and Remodelers: Two workshops within past 12 months are required at the 2-star level and above).
- 7. Use the marketing materials to promote your company, your projects, and the Tacoma-Pierce County Built Green® program (in conformance with the conditions to use the Built Green® logo.).
- 8. Contact the Tacoma-Pierce County Built Green® Program Administrator if you have any questions: tspeir@mbapierce.com
- 9. Turn in the final checklist.
- 10. Give us your feedback and suggestions about the Program.

*******Thank you for joining the Tacoma-Pierce County Built Green® Team!*******

www.builtgreenpierce.org